



PO Box 1420, 140 Service Rd
Indian Head, SK S0G 2K0
Phone: 306.695.2460
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valeindustries.ca

POSITION OVERVIEW			
POSITION TITLE	Receiver	DEPARTMENT	Production
REPORTS TO	Materials Supervisor	VERSION AND DATE	V02032023
TERM TYPE	Permanent Full-Time	LOCATION	Indian Head, Sk.

About VALE:

Vale Industries Ltd is a manufacturer of engineered products and equipment for the agricultural, aggregate, mining, and related sectors. With roots in steel manufacturing going back 30 years, Vale knows how to deliver solid solutions and exceptional value for our customers. Our management team has over 100 years of practical, hands-on experience in engineering, manufacturing, and business management, focused on leading Vale's next phase of strategic growth. At Vale, we uphold a high standard of quality, integrity, and safety to demonstrate our commitment to our employees, customers, suppliers, and community.

Job Summary:

Are you highly organized and adaptable to changing priorities? Do you love people and going the extra mile to serve your customers? If so, this position could be for you! As the receiver, you are responsible for all incoming product, both inventory and consumables, and ensuring that the paperwork is completed in a timely fashion. You are also responsible for keeping the production line stocked in consumables to ensure efficient flow of product through the shop.

Duties and Responsibilities:

- Ensuring received goods meet the purchasing criteria and are properly identified and stored
- Process the goods received through the ERP system **Global Shop** accurately and timely
- Ensuring goods are properly packaged, labeled when making shipping arrangements
- Provide customer service between departments
- Safe, efficient moving of parts and material from / to Shipping / Receiving Area
- Safe, efficient loading and unloading of parts and material from / onto trucks when required
- Moving product in the Yard and Shop
- Picking parts and material as per Work Orders
- Marking and storing parts and materials with proper identification and in the proper location
- Matching POs to packing slips and freight bills before receiving
- Checking POs and shipping documents for stamping and package requirements
- Identify parts and deliver where needed in the shop
- Other duties as assigned by the supervisor from time to time



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Education and Qualifications:

- Leadership experience or education
- University or technical training an asset
- Grade 12 or GED minimum

Knowledge Areas and Experience:

- Focused, attention to all the details
- Numeracy
- Capacity to handle multiple incoming requests at once, prioritize and execute
- Team orientated attitude
- Punctual, reliable, and ability to accomplish tasks with minimal supervision
- Strong organizational skills
- Possess a valid driver's license and clean drivers abstract
- Previous experience in a shipping/receiving role is considered an asset, but we will train the right individual
- Ability to lift and move heavy objects (up to 60lbs), accommodations will be considered

What Vale Offers:

- Meaningful work with a team of motivated individuals at a growing manufacturing company
- High standards as demonstrated in the quality of our products
- Opportunities for growth and development
- Opportunity to take on responsibility and overcome challenges

Compensation and Terms of Employment:

Compensation includes an hourly rate, double time (.05 as annual bonus), health and dental benefits, life and disability insurance, and company matched RSP.

*To apply for this position please submit your resume and cover letter via email to Human Resources at VALE Industries.
hr@valeindustries.ca*